



SAN MATEO COUNTY EXPRESS LANES JOINT POWERS AUTHORITY (SMCEL-JPA)

April 4, 2025

**Request for Qualifications for
Policy/Program Management Services**

RESPONSES TO REQUESTS FOR CLARIFICATIONS

Question 1: In the Minimum Qualifications section, the requirement is for firm or team to demonstrate Project Manager's and Key Personnel's experience. This can be interpreted as if the proposed staff meet these requirements, then the team would be considered as qualified. Please clarify if it is sufficient to have team experience to propose on this RFQ.

Answer 1: Yes, if the Project Manager's experience meets the minimum qualifications outlined in Section III. Minimum Qualifications, then the firm is eligible to submit a proposal. While team experience is valuable, the qualifications specifically require that the Project Manager meet these criteria. Key personnel's experience may strengthen the proposal but does not replace the requirement for the Project Manager to individually meet the stated qualifications.

Question 2: Can you please confirm if 11x17 page size counts as two pages or one page?

Answer 2: An 11x17 page counts as one page.

Question 3: Would it be possible to receive an extension on the due date of April 18th, 2025 for the Response to the RFQ?

Answer 3: Yes, the deadline has been extended to Monday, April 21st, 2025 at 12:00 p.m. PST. The revised due date is reflected in Addendum No. 1.

Question 4: Under Section VIII, Form of SOQ, subsection 6. Cost Proposal, there was a request to identify a one-time contract transition cost. How should proposers present the costs?

Answer 4: Proposers should use the new Attachment B.2 to provide an estimate of the transition costs. Please refer to Addendum 1 for more details.

Question 5: Are the transition costs included in the evaluation criteria?

Answer 5: No, transition costs are for informational purposes only.